

**State of California
DUTY STATEMENT**

DSH3002 (Rev. 11/04/2019)

Department of State Hospitals



Box reserved for Personnel Section

		RPA #: 21-456	C&P Analyst Approval:	Date: November 2021
Employee Name: Click or tap here to enter text.		Division: Administrative Services Division		
Position No / Agency-Unit-Class-Serial: 461-220-5393-XXX		Unit: Human Resources/Executive Recruitment Unit		
Class Title: Associate Personnel Analyst/ Associate Governmental Program Analyst		Location: State Hospitals - Sacramento		
Subject to Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID: R01	Work Week Group: 2	Pay Differential:
Other:				

Briefly describe the position's organizational setting and major functions:

Under the direction of the Assistant Chief, Human Resources (Staff Services Manager III), the Associate Governmental Program Analyst performs the full range of Classification & Pay (C&P) duties related to the department's Career Executive Assignments (CEA) and Exempt entitled executive management positions; and develops and maintains positive working relationships with executive staff, C&P analysts, Payroll & Benefits Office staff, departmental employees, control agencies (California Department of Human Resources [CalHR] and State Personnel Board [SPB]), and the California Health and Human Services Agency (CalHHS).

% of time performing duties:	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary)
40%	Provide consultation and guidance to departmental executive staff on personnel and payroll issues related to the establishment or modification of CEA/Exempt appointments or conversions; provide oversight to the application of various pay differential and alternate ranges with hospital incumbents; liaison between hospitals and the control agencies on any discrepancies or exemptions needed related to laws, rules, and contracts; identify and resolve potential issues; research salary and appointment related issues regarding departmental executives and hospitals; consult with the Payroll & Benefits Office, Human Resources management and the Directorate in determining/confirming pay issues, and develop resolutions including pay proposals for salary exceptions and adjustments for submittal to Agency and CalHR.
35%	Maintain approved CEA allocations and Exempt positions, and allocation standards and requirements; develop Secretary Action Requests, CEA/Exempt related justifications, duty statements and duty statements for submittal to CalHHS, CalHR and SPB. Make presentations to executive staff and develop and prepare memorandums with accompanying appropriate documentation in support of CEA/Exempt decisions. Attend SPB hearings as required. As the backup Statement of Economic Filing Officer, provide public access to disclosure statements (Form 700), collect Form 700 from designated positions annually, when assuming and leaving; review forms for errors or omissions; follow-up with late filers and those who fail to file; and ensure filers complete ethics training.

	Develop and maintain CEA/Exempt database input forms, organization charts, history and position files, delegation reports, contracts, position control and tracking methodologies to ensure accuracy of data; and research, development, and prepare accurate data analyses, comprehensive reports, and special projects based on anticipated management needs and executive staff requests. Assist in responding to drills, surveys, and requests for information from management, the Governor's Office, CalHHS, or various agencies and stakeholders
20%	Assists with planning and developing the more complex examinations, in collaboration with subject matter experts, ensuring job-relatedness, adherence to merit system principles, and appropriate selection techniques are utilized; reviews applications and interprets the minimum qualifications; reviews and analyzes prior exam history to identify potential or past exam-related issues; makes recommendations to management on recruitment needs and the most appropriate selection components; administers the department's decentralized examinations following established guidelines utilizing online exam systems; and updates and monitors continuous testing exams.
5%	Other duties as assigned.
Working Conditions	<p>Telework consistent with DSH Policy Directive 5338 and Admin-OP 5338 may be considered with prior approval from management.</p> <p>If telework is approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face-to-face meetings, and/or travel throughout California as needed, with prior notice</p>
Other Job Requirements	Use of technology, including but not limited to Microsoft Office, Teams, WebEx, Zoom, and other virtual platforms is required.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.</p>
	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

	_____	_____
	Employee's Signature	Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.	
	_____	_____
	Supervisor's Signature	Date